



Luckiamute Valley Charter Schools
Cultivating Excellence ~ Developing Leaders

Luckiamute Valley Charter Schools

STAFF HANDBOOK

Bridgeport Campus
17475 Bridgeport Road
Dallas, OR 97338
503-623-4837
503-623-8835 fax

Pedee Campus
12975 Kings Valley Hwy.
Monmouth, OR 97361
503-838-1933
www.lvcs.k12.or.us





I acknowledge receipt of this Staff Handbook and will review all contents.

Name: _____

Date: _____

Employee Signature: _____

Office Signature: _____

Christy Wilkins, Executive Director ✦ **Tammy Pryce**, Business Manager
Board of Directors: Matt Beasley ✦ Kendall Cates ✦ Jim Gardner ✦ Fred Weisensee ✦ Vicky Avery ✦

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Luckiamute Valley Charter Schools

Cultivating Excellence ~ Developing Leaders

Welcome to Luckiamute Valley Charter Schools! We are a public school that is sponsored by the Dallas School District. We have been chartered since 2001 at the Pedee campus and 2003 at the Bridgeport Campus. We provide a dynamic, comprehensive education for grades K-8 with exemplary instruction in reading, writing and math. We also integrate engaging, hands-on enrichment activities in STEAM (science, technology, engineering, art & math).

The material covered within this staff handbook is intended as a method of communicating to employees regarding general public charter school information, rules and regulation and is not intended to either enlarge or diminish any Board policy or administrative regulation. Material contained herein may therefore be superseded by such Board policy, administrative regulation or changes in state or federal law. Any information contained in this staff handbook is subject to unilateral revision or elimination from time to time without notice.

No information in this document shall be viewed as an offer, expressed or implied or as a guarantee of any employment of any duration.

Equal employment opportunity and treatment shall be practiced by the public charter school regardless of an individual's perceived or actual race, color, national or ethnic origin, religion, sex, sexual orientation, age, marital status, pregnancy, familial status, economic status, veterans' status, genetic information or mental or physical disability, of an employee, with or without reasonable accommodation, who is able to perform the essential functions of the position.

I am looking forward to a great school year!

Christy Wilkins
Executive Director
503 623-4837
971 241-7107
c.wilkins@lvcs.k12.or.us

PURPOSE STATEMENT

“To cultivate excellence in every student”

MISSION STATEMENT

“At LVCS, we strive to create a community where students, staff and families work together to cultivate the academic, social, emotional, and ethical growth of each student.”

SCHOOL BOARD MEMBERS

Matthew Beasley - matthew_beasley@q.com Board Chair

Kendall Cates - cates5148@gmail.com

Jim Gardner - jvgardner1@msn.com

Fred Weisensee - fw.weisensee@gmail.com

Vicky Avery - victoria.avery@q.com

BOARD MEETINGS

Regular Board meetings are held on the 3rd Wednesday of the month. Meetings begin at 6:30 p.m. All regular and special meetings of the Board are open to the public unless announced or advertised prior to the meeting as otherwise provided by law. All staff members are invited to attend board meetings. All formal communications or reports to the board are to be submitted through the Director in accordance with established lines of authority as approved by the Board.

All official Board communications, policies and information of staff interest will be communicated to staff through the Executive Director. LVCS Board Policy can be accessed via the internet at <http://policy.osba.org/luckiam/index.asp>. A list of Board Meeting dates are posted in the office and website.

LUCKIAMUTE VALLEY CHARTER SCHOOLS
2017-2018 SCHOOL CALENDAR
4 Day Week

OFFICE HOURS: 7:30 - 4:00
SCHOOL HOURS
Grades K-5 [8:00 - 3:30]
Grades 6-8 [8:00 - 3:30]
PHONE NUMBERS
Bridgeport Campus - 623-4837
Pelee Campus - 838-1933

SCHOOL ON FRIDAY:
SEPTEMBER 8
DECEMBER 1
JANUARY 5, 19
FEBRUARY 23
APRIL 6
JUNE 1

STUDENT DAYS
NO STUDENTS ON THESE
INSERVICE OR PLAN DAY
VACATION
CONFERENCES
HOLIDAY
STUDENT BREAK

JULY 2017						
\$	M	T	W	T	F	\$
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST 2017						
\$	M	T	W	T	F	\$
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2017						
\$	M	T	W	T	F	\$
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

September 5th
 1/2 day (8-12) ALL NEW STUDENTS AND PARENTS ONLY (K & 6th)
 OPEN HOUSE: 4:00-5:30 (ALL)

OCTOBER 2017						
\$	M	T	W	T	F	\$
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2017						
\$	M	T	W	T	F	\$
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19	20	21	22	23	24	25
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DECEMBER 2017						
\$	M	T	W	T	F	\$
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JANUARY 2018						
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28	29	30	31			

FEBRUARY 2018						
\$	M	T	W	T	F	\$
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25	26	27	28			

MARCH 2018						
\$	M	T	W	T	F	\$
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	25	26	27	28	29	30
	31					

APRIL 2018						
\$	M	T	W	T	F	\$
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MAY 2018						
\$	M	T	W	T	F	\$
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE 2018						
\$	M	T	W	T	F	\$
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 24- 1/2 DAY-INTRUDER DRILL 14th-half day STUDENT 153
 TEACHERS 167/4

ABSENCES

All staff members unable to report to work for any reason must notify the Executive Director as soon as possible to ensure that appropriate coverage can be arranged.

A list of registered substitute staff as provided by the WESD shall be available through the AESOP system. In the event of a Teacher absence, the teacher shall use the AESOP system to locate a substitute or use the preferred sub call list available on the Z-drive or Google Drive. It is your responsibility to arrange for a substitute, if possible.

Substitute coverage for absences during work hours due to illness or emergency will be arranged as needed upon notification to the administrator.

An absence report form must be completed and returned to office for all absences. Forms are available in the office.

ABUSE OF A CHILD REPORTING

All staff will be required to participate in annual training in the prevention and identification of abuse of a child and the obligations of reporting.

Any staff member who has reasonable cause or reasonable suspicion to believe that any child under 18 years of age with whom the employee has come in contact has suffered abuse or neglect, by any adult or by a student with whom the employee is in contact has abused a child, shall immediately orally report to the Oregon Department of Human Services @ 503-623-9251. The Executive Director is also to be immediately informed. In the event the designated person is the suspected abuser, the Board Chair shall receive the report of abuse.

A Confidential Child/Abuse Neglect Reporting Form must be completed when a child abuse report is made. Forms are available in the office.

Oregon law recognizes these types of abuse:

1. Physical;
2. Neglect;
3. Mental injury;
4. Threat of harm;
5. Sexual abuse or sexual exploitation.

Failure to report a suspected abuse of a child, or to comply with the confidentiality of records requirements, is a violation punishable by law and by public charter school disciplinary action up to and including dismissal.

A staff member who, based on reasonable grounds, participates in the good faith making of an abuse of a child report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed as provided by law.

A substantiated report of abuse by an employee shall be documented in the employee's personnel file.

Intentionally making a false report of abuse of a child is a Class A violation.

Board Policy: JHFE; JHFE-AR(1); JHFE-AR(2)

CARE/USE OF PUBLIC CHARTER SCHOOL PROPERTY

All staff members are encouraged to exercise continuous and vigilant care of all public charter school owned property. Such items as computer and video equipment are priority items for theft and damage.

Incidents of theft or willful destruction of public charter school property through vandalism or malicious mischief should be reported immediately to the administrator.

Certain public charter school owned equipment may be checked out by staff over the summer. Such equipment may not be used for personal financial gain or avoidance of personal financial loss. An equipment use form must be submitted and approved. Forms are available in the office. In the event of loss or damage, a fee will be assessed by the public charter school according to the repair or replacement costs.

Oregon Government Ethics Commission (OGE), ORS Chapter 244

CASH IN PUBLIC CHARTER SCHOOL BUILDINGS

Money collected by staff as a result of fund raisers or other school-related purposes is to be deposited in the office, whenever the sum accumulated in any one day by a class, staff member or others exceeds \$25. At no time are substantial amounts of money to be kept overnight or held during holidays or for long periods of time in classrooms. Two persons shall be involved in cash counts with both names noted in the receipt.

Board Policy: DH

CLASSROOM SECURITY

When leaving the classroom, or other work areas between classes or at the end of the day, teachers are expected to turn out the lights and secure all doors. Windows should also be secured at day's end.

Staff is asked to refrain from keeping personal items of value in or about their desks. Purses/wallets should never be left unsecured. Students should be instructed to leave valuables at home. The public charter school will not be responsible for the loss of or damage to, personal property due to such causes as fire, theft, accident or vandalism.

COMMUNICABLE DISEASE/BLOODBOARNE PATHOGENS/INFECTIONS CONTROL PROCEDURES

The public charter school provides for the reasonable protection against the risk of exposure to communicable disease to all staff while engaged in the performance of their duties. Protection is provided through immunization and exclusion in accordance with Oregon Revised Statutes and Oregon Administrative Rules. Infection control procedures, including provisions for handling and disposing of potentially infectious materials, have also been established through Board policy and administrative regulations for staff and student protection. All staff shall comply with measures adopted by the public charter school and with all rules set by the Oregon Department of Human Services, Health Services, and the county health department.

Staff members have a responsibility to report to the public charter school when infected with a communicable disease unless otherwise stated by law.

HBV/Bloodborne Pathogens Training and Immunization

Staff members designated as primary first-aid providers, or who may otherwise incur occupational exposure to blood or other potentially infectious materials in conjunction with their assigned duties as determined by the public charter school, will receive appropriate information and training as follows:

1. At the time of initial assignment to tasks where occupational exposure may take place;
2. At least annually thereafter and within one year of their previous training;
3. When changes such as modification of tasks or procedures or new tasks or procedures affect the staff member's occupational exposure.

Additionally, HBV vaccination and vaccination series will be made available after training and within 10 days of initial assignment to all staff that have been identified by the public charter school as having occupational exposure. Report any occupational exposure to bloodborne pathogens to the Executive Director. Following a report of an exposure incident, the public charter school will immediately make available to the exposed staff member a confidential post-exposure evaluation and follow-up.

Employees who use medical sharps in the performance of their duties (e.g., administering injectable medicines to students, such as epinephrine and glucagon) will annually be provided an opportunity to identify, evaluate and select engineering and work practice controls (e.g., sharps disposal containers, self-sheathing needles, safer medical devices, such as sharps injury protections and needleless systems). The public charter school will implement such work practice controls, as appropriate.

Infection Control Procedures

Appropriate hygienic and sanitation practices have been established by the public charter school as follows:

- Standard precautions are to be followed at all times. Standard precautions require the assumption that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for HIV, HBV and/or bloodborne pathogens;

Continued page 7

COMMUNICABLE DISEASE/BLOODBORNE PATHOGENS PROCEDURES (cont.)

- Whenever possible, students would be directed to care for their own minor bleeding injury. This includes encouraging students to apply their own band-aids. If assistance is required, band-aids may be applied after removal of gloves if care giver will not come into contact with blood or wound drainage;
- Food and Drug Administration (FDA) approved gloves are required for all tasks in which an individual may come into contact with blood or other potentially infectious materials. Such tasks include cleaning body fluid spills, emptying trash cans, handling sharps/containers, handling contaminated broken glass, cleaning contaminated equipment and handling contaminated laundry/clothing. This also includes assisting with any minor wound care, treating bloody noses, handling clothes soiled by incontinence, diaper changing and cleaning up vomit;
- Immediate, complete and effective hand washing with soap and running water of at least 30 seconds duration should follow any first aid or health care given a student or contact with potentially infectious materials;
- If exposure to blood or other potentially infectious materials occurs through coughing, any first-aid procedure or through an open sore or break in the skin, thorough washing, preferably with germicidal soap, is necessary;
- In the event hand-washing facilities are not readily available, thorough cleaning using an antiseptic cleanser and clean cloth/paper towels or antiseptic towelettes provided by the public charter school as an alternative is necessary. In the event alternatives are used, hands must be washed with soap and water as soon as feasible;
- Contaminated work surfaces shall be decontaminated with an appropriate disinfectant after completion of procedures; immediately or as soon as feasible when surfaces are overtly contaminated or after any spill of blood or other potentially infectious materials; and at the end of the work shift if the surface may have become contaminated since the last cleaning. Clean surfaces with soap and water and then rinse with an Environmental Protection Agency (EPA) approved disinfectant following labeling instructions for use, or a freshly-made solution of one part bleach to nine parts water, and allow to air dry;
- An EPA-approved disinfectant must be used when cleaning fluids such as blood or vomit from the floor or other such contaminated surfaces;
- Contaminated laundry such as clothing and towels must be placed and transported in bags and containers in accordance with the public charter school's standard precautions. All such items must be laundered in hot or cold water and soap and placed in a dryer;
- Needles, syringes, broken glassware and other sharp objects found on public charter school property must not be picked up by students at any time, nor by staff without appropriate puncture-proof gloves or mechanical device such as a broom, brush and dust pan;
- All wastebaskets used to dispose of potentially infectious materials must be lined with a plastic bag liner that is changed daily;
- Gloves and repellent gowns, aprons or jackets are required for tasks in which exposure to blood or other potentially infectious materials can be reasonably anticipated to contaminate street clothing. Type and characteristics of such protective clothing will depend on the task. Such tasks may include diapering/toileting with gross contamination, assisting with wound care, sorting or bagging contaminated laundry/clothing and disposing of regulated waste with gross contamination;
- Maximum protection with gloves, face and/or eye protection and gowns are required whenever splashes, spray, spatter or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated. Such tasks may include feeding a student with a history of spitting or forceful vomiting and assisting with severe injury and wounds with spurting blood;
- If a first-aid situation occurs, students should report to a person in authority, staff should report to a supervisor.

COMPLAINTS

Student/Parent Complaints

Members of the public and students are encouraged to make their concerns known to the public charter school and to afford the public charter school an opportunity to review those concerns and respond to them.

Complaints about instructional materials or staff members should be dealt with first at the public charter school level and with the person they have the concern. Complaints about Board policy or administrative regulations should be referred directly to the Executive Director.

When a complaint is made directly to the Board or to an individual Board member, it will generally be referred to the Executive Director for study and possible solution. Complaints about the Executive Director should be reported to the public charter school board chair. A Board member shall not attempt to consider such complaints in any official capacity acting as an individual Board member.

If the person(s) having a complaint fails to resolve the concern with the Executive Director, the person may request that the matter be referred to the Board. If the Board deems it advisable it may provide for a hearing of the complaint at an official meeting of the Board.

The Executive Director shall develop administrative regulations designed to encourage the timely resolution of public complaints while providing a system of review which will allow both the complainant and other affected parties an opportunity to be heard.

Board Policy: KL

Staff Complaints

Staff member complaints contending a violation, misinterpretation or inappropriate application of public charter school personnel policies and/or administrative regulations should be directed to the administrator for informal discussion and resolution. If the staff complaint is against the administrator the complaint should be referred to the Board chair.

If the complaint is not resolved informally, formal complaint procedures may be initiated by staff in accordance with Board policy and administrative regulation.

COMPUTER USE

Staff may be permitted to use the public charter school's electronic communications system for personal use, in addition to official public charter school business, consistent with Board policy, the general use prohibitions/guidelines/etiquette and other applicable provisions set forth in administrative regulations. Personal use of public charter school-owned computers including internet and email access by employees is prohibited during the employee's work hours. Additionally, employee use of public charter school-owned computers may be permitted only when such use does not violate the provisions of ORS 244.040 and use is under the same terms and conditions that access is provided to the general public under the public charter school's policy governing use of public charter school equipment and materials.

COMPUTER USE – CONT.

Staff who violates Board policy or administrative regulations, including general system user prohibitions, shall be subject to discipline up to and including dismissal. Violations of law will be reported to law enforcement and violations of applicable Teacher Standards and Practices Commission (TSPC), Standards for Competent and Ethical Performance of Oregon Educators will be reported to TSPC.

The public charter school retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted received or contained in the public charter school's information system are the public charter schools properties and are to be used for authorized purposes only. Use of public charter school equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette and ensure that those authorized to use the public charter school's system are in compliance with Board policy, administrative regulations and law, school administrators may routinely review user files and communications.

Files and other information, including email, sent or received, generated or stored on public charter school servers are not private and may be subject to monitoring. By using the public charter school's system, individuals consent to have that use monitored by authorized public charter school personnel. The public charter school reserves the right to access and disclose, as appropriate, all information and data contained on public charter school computers and public charter school-owned email systems.

Board Policy: IIBGA; OARs 584-020-0035, -0040 and -0041

CONFERENCES

Planned conferences between teachers and parents are essential to the public charter school's efforts to further understanding and close cooperation between the home and school. Parent/teacher conferences are scheduled each fall and spring.

Conferences should be treated as an opportunity for constructive, mutual exchange of information and ideas for the welfare and continued academic growth of the student.

Occasionally, teachers or parents may arrange for conferences outside regularly scheduled conference dates, to meet more immediate student needs. Teachers should be prepared to provide after-school or preschool time to meet with students as necessary.

COPYRIGHT

A variety of machines and equipment for reproducing materials to assist staff in carrying out their educational assignments is available to staff.

Infringement on copyrighted material, whether prose, poetry, graphic images, music, audio recording, video or computer-programmed materials, is a serious offense against federal law, a violation of Board policy and contrary to ethical standards required of staff and students.

All reproduction of copyrighted materials shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as “fair use” under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form.

CRIMINAL RECORDS CHECKS/FINGERPRINTING

All newly licensed or registered educators are required to submit to a nationwide criminal records check including fingerprinting in accordance with rules established by the Teacher Standards and Practices Commission (TSPC). This includes any individual registering with TSPC for student teaching, practicum or internship as a teacher, administrator or personnel specialist who has not submitted to a criminal records check within the previous years.

Additionally, all staff not requiring licensure or registration as a teacher, administrator, personnel specialist or school nurse and newly hired are required to submit to a nationwide criminal records check including fingerprinting as required by Board policy and law.

Employment will be offered pending the return and disposition of such checks. All offers of employment are contingent upon the results of such checks.

Fees for individuals subject to the checks, including fingerprinting of non-licensed applicants, shall be paid by the individual.

Individuals may request that the amount of the fee be withheld from the employee’s paycheck, including a periodic payroll deduction rather than a lump sum payment, in accordance with Oregon law. The public charter school may withhold such fees only upon the request of the individual.

Board Policy: GCDA; GDDA-AR

DISCIPLINE AND DISCHARGE

Discipline and dismissal of staff will follow due process and applicable law.

DRUG-FREE WORKPLACE

No staff member engaged in work in connection with a direct federal grant of \$100,000 or more shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcohol, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. Section 812) and as further defined by regulation at 21 CFR 1308.11 through 1308.15. Employees shall not report to work impaired by alcohol or other drugs.

“Workplace” is defined to mean the site for the performance of work done in connection with a federal grant or contract. That includes any school building or any school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the public charter school where work on a federal grant is performed.

The public charter school, upon determining that a staff member has engaged in the manufacture, distribution, dispensation, possession or use, on or in the workplace, of a controlled substance or alcohol or upon having reasonable suspicion of a staff member's use of a controlled substance or alcohol in the workplace, shall, pending any criminal drug statute conviction for a violation occurring in the workplace, take action with regard to the employee determined to be appropriate. Such action may include transfer, granting of leave with or without pay, suspension with or without pay or dismissal.

Board Policy: GBEC – Drug Free Workplace

EMERGENCY CLOSURES

In the event of hazardous weather or emergency conditions you will be notified by the Executive Director on school closures and delayed openings of school and/or early dismissal of students. Notification can be a phone call or a text message. In addition, closure information will be posted on the Luckiamute Valley website and Facebook.

Salaried staff's pay shall not be docked for days missed; provided, however, that such days may be made up at the option of the Board to incorporate the total number of teaching days without additional compensation.

***EMERGENCY/THREAT ASSESSMENT PLAN**

All staff will be provided with a copy of the public charter school's Threat Assessment plan detailing staff responsibilities, emergency contact information, and protocol in the event of such emergencies as active shooter/intruder, unlawful assembly, disturbances at school activities, natural disasters, fire, safety threats, illness or injury of a student or staff member.

Copies of the Threat Assessment Plan and supporting information will be available in the school office.

Two safety threat drills are required each school year and will be conducted according to the Threat Assessment plan.

*Plan is being finalized in the fall 2017-2018 year and distributed upon completion. All staff will receive training and instruction with the plan.

EVALUATION OF STAFF

The purpose of the public charter school's evaluation is to aid the teacher in making continuing professional growth and to determine the teacher's performance of the teaching responsibilities. The public charter school's program also provides for the assessment of classified employees and current performance of their job assignments.

The public charter school's program is designed to provide an opportunity for staff to set goals and objectives and receive administrator responses to them; to have peer assistance to aid teachers to better meet the needs of students, as appropriate; to have formal and informal observations to assess the performance of duties and job

responsibilities; to receive verbal and written comments and suggestions for improvement from supervisors; and to have opportunities to make improvement(s) within specific timelines.

The evaluation program also provides a tool for administrators who are responsible for making recommendations about promotion, demotion, contract renewal or nonrenewal, dismissal and discipline.

Licensed staff evaluations shall be customized based on collaborative effort and include the core teaching standards adopted by the Oregon State Board of Education. Evaluations will be based upon multiple evaluation methods that use multiple measures to evaluate

Licensed or registered probationary staff will be formally evaluated at least annually. Evaluations will be based on at least two observations and other relevant information developed by the public charter school. All other licensed staff will be formally evaluated at least annually.

Classified staff will be formally evaluated at least [twice] during their first year of employment with the public charter school and [annually] thereafter.

Copies of the public charter school's evaluation procedures will be provided to all staff. Evaluation of all staff will be conducted in accordance with established Board policy and applicable public charter school evaluation procedures and Oregon Revised Statutes.

FEDERAL FAMILY AND MEDICAL LEAVE ACT (FMLA)/OREGON FAMILY LEAVE ACT (OFLA)/MILITARY FAMILY LEAVE ACT (MFLA)/OREGON MILITARY FAMILY LEAVE (OMFLA)

The Oregon Family Leave Act (OFLA) and the Oregon Military Family Leave Act (OMFLA) covers public charter schools that employ 25 or more part-time or full-time employees in Oregon based on employment during each working day during any of the 20 or more workweeks in the calendar year in which the leave is to be taken or in the calendar year immediately preceding the year in which the leave is to be taken. Leave may be requested and approved for the following reasons: Serious health condition of the employee or the employee's covered family member, parental leave (separate from eligible leave as a result of the child's serious health condition), sick child leave: leave for non-serious health conditions of the employee's child, or bereavement leave: leave related to the death of a covered family member.

Board Policy: GCBDA/GDBDA-AR, GCBDA/GDBDA

FUNDRAISING

All fund-raising activities must be conducted under the direct supervision of staff or other authorized individuals and approved by the administrator prior to the activity being initiated.

Staff and students should take all reasonable precautions to provide for the security of any items/materials/products being sold. Staff members are directed to follow established building procedures for the depositing of funds collected. At no time should money collected be allowed to accumulate in classrooms, lockers or other unsecured areas.

GUEST SPEAKERS/CONTROVERSIAL SPEAKERS

Guest speakers may be used by teachers from time to time, when such use is consistent with educational goals and with a demonstrable relation to the curricular or co-curricular activity in which the participating students are involved.

Teachers should submit the Guest Speaker Form to the Executive Director for approval prior to presentation, with the date, time and nature of the presentation.

Teachers responsible for inviting a particular guest speaker have the right and obligation to interrupt or suspend the presentation if the conduct or content being presented is judged to be in poor taste or endangers the health and safety of students or staff.

Guest Speaker should check in at the office as a visitor before going to classroom.

HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING/CYBERBULLYING

Hazing, harassment, intimidation, bullying, menacing, or acts of cyberbullying of or by students, staff or third parties toward staff is strictly prohibited and shall not be tolerated by the public charter school. Staff who are found to be in violation of this policy will be subject to discipline up to and including dismissal. Individuals may also be referred to law enforcement officials and staff will be reported to the Teacher Standards and Practices Commission (TSPC). Students will be subject to discipline up to and including expulsion.

An employee who has knowledge of conduct in violation of Board policy JFCF – Hazing/Harassment/Intimidation/ Bullying/Menacing/Cyberbullying/Teen Dating Violence/Domestic Violence – Student, shall immediately report his/her concerns to the designated public charter school official.

Failure of an employee to report an act of hazing, harassment, intimidation, bullying, menacing, cyberbullying or teen dating violence of a student to the designated public charter school official may be subject to remedial action, up to and including dismissal.

HEALTH INSURANCE

It is the sole responsibility of all eligible employees to complete the necessary enrollment procedures in the time frame given by the Business Office.

Insurance plan information and rates for covered employees is available from the Business Office. Coverage is based on your contract. An opt-Out is available if you are a covered in another plan with the option of some funds to be directed into a 403B plan for Licensed Staff.

The public charter school will safeguard the protected health information of employees from use or disclosure that may violate standards and implementation specifications to the extent required by law.

Health Insurance Portability and Accountability Act (HIPAA)

INJURY/ILLNESS REPORTS

All injuries/illnesses sustained by the employee while in the actual performance of the duty of the employee, occurring on public charter school property or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the safety officer immediately.

A completed injury/illness report form must be submitted to the Business Office within 24 hours or the next scheduled public charter school workday, as appropriate.

In the event of a work-related illness or injury to an employee resulting in overnight hospitalization for medical treatment other than first aid, the safety officer will inform the Oregon Occupational Safety and Health Administration (OR-OSHA) within 24 hours as required by law.

All work-related injuries/illnesses will be promptly investigated and corrective measures implemented, as appropriate.

Board Policy: EBB

LESSON PLANS

Teachers are expected to prepare lesson plans; which establish lesson objectives, summarizes classroom activities, and provides for daily monitoring of student progress. A lesson plan book will be provided at the beginning of the school year and will be turned in at the end of the school year.

Three days of lesson planning should be prepared in advance to cover any unforeseen or emergency absences. Lesson plans should be put in a yellow folder, labeled "Emergency Sub Plans", and placed in the pocket holder near the front door of your room.

LICENSE REQUIREMENTS

Teachers offered employment must present their original teaching license to the Business Office before the beginning of school or first day of employment. It is the responsibility of each licensed/registered staff member to keep his/her license/registration and all endorsements current. Teachers are cautioned that failure to maintain license/registration and endorsements may invalidate their contract with the public charter school. Teachers whose license expires will not be allowed to teach nor will they be paid for days not worked.

MATERIALS DISTRIBUTION

Requests of staff by individuals or groups to distribute pamphlets, booklets, flyers, brochures and other similar materials to students for classroom use or to take home are to be referred to the Director. The materials and proposed method of distribution will be reviewed and a decision made based on the educational concerns and interests of the public charter school.

MEETINGS

Staff meetings are scheduled for the purpose of organization and communication of business that typically cannot be handled through staff bulletins, departmental or committee structure.

All staff are expected to attend staff meetings unless prior arrangements have been made with the administrator. Staff members are expected to schedule their time accordingly to not conflict with these meetings.

PARENTAL RIGHTS/SURVEY

Staff are advised that parents of students may inspect any survey created by a third party before the survey is administered or distributed by the school to students. Parents may also inspect any survey administered or distributed by the public charter school containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally-recognized privileged or analogous relationships such as those of lawyers, physicians or ministers;
7. Religious practices, affiliations or beliefs of the student or the student's parents;
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

A student's personal information (name, address, phone number, social security number) will not be collected, disclosed or used for the purpose of marketing or for selling that information without prior notification. A student's parents or a student 18 years of age or older will be given an opportunity to inspect any instrument used to collect such information and will be released only with permission.

Instructional materials used as part of the school's curriculum may also be reviewed by the student's parent(s). Requests to review materials or to excuse students from participation in these activities, including any nonemergency, invasive physical examination or screenings administered by the school and not otherwise permitted or required by state law should be directed to the office during regular school hours.

Board Policy: KAC, KAB-AR

PARTICIPATION IN POLITICAL ACTIVITIES

Staff members may exercise their right to participate fully in affairs of public interest on a local, county, state and national level on the same basis as any citizen in public or private employment and within the law.

Staff members may, within the limitations imposed by state and federal laws and regulations, choose any side of a particular issue and support their viewpoints as they desire by vote, discussion or persuading others. Such discussion and persuasion, however, may not be carried on during the performance of public charter school duties, except in open discussion during classroom lessons that consider various candidates for a particular

office or various sides of a particular political or civil issue consistent with public charter school curriculum and assigned duties.

On all controversial issues, staff members are expected to make clear that the viewpoints they represent are personal and are not to be interpreted as the public charter school's official viewpoint.

No staff member may use public charter school facilities, equipment or supplies in connection with his/her campaigning, nor may he/she use anytime during the working day for campaign purposes.

PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA

Staff possession or use of personal electronic devices on public charter school property, in public charter school facilities during the work day, while staff is on duty, including duty in attendance at public charter school-sponsored activities, may be permitted subject to the limitations in Board policy and consistent with any additional rules as may be established by the executive director. At no time, whether on duty or off duty, will a personal electronic device be used in a manner that interferes with staff duty and responsibility for the supervision of students.

A "personal electronic device" is a device that is capable of electronically communicating, sending, receiving, storing, recording and/or displaying information and data.

Personal electronic devices shall be silenced during instructional or class time, while on duty or at any other time where such use of the device would cause a disruption of school activities or interfere with work assignments. Devices which have the capability to take photographs or video shall not be used for such purposes while on school property or while a staff member is on duty in public school-sponsored activities, unless as expressly authorized by the executive director. Computers, tablets, iPads or similar devices brought to school will be restricted to classroom or instructional-related activities only. The public charter school will not be liable for loss or damage to personal electronic devices brought to public charter school property and public charter school-sponsored activities.

Staff members, while on duty and off duty, will utilize social network sites, public websites and blogs, judiciously by not posting confidential information about students, staff or public charter school business. Staff members, while on duty and off duty will treat fellow employees, students and the public with respect while posting in order to prevent substantial disruption in school. Communication with students using personal electronic devices will be appropriate and professional. Communication with students using personal electronic devices regarding nonschool-related matters is prohibited during work hours and strongly discouraged at all other times. If communicating with students electronically regarding school-related matters, staff should use public charter school email using mailing lists to a group of students rather than individual students. Texting students during work hours is prohibited. Texting students while off duty is strongly discouraged.

Exceptions to the prohibitions set forth may be made for educational, health, safety or emergency reasons with administrator approval.

Staff is subject to disciplinary action up to and including dismissal for using a personal electronic device in any manner that is academically dishonest, illegal or violates the terms of policy. Staff actions on social network sites, public websites, blogs and other social media, while on or off duty, which disrupt the public charter school environment, are subject to disciplinary action up to and including dismissal. A "disruption" for purposes of this policy includes, but is not limited to; one or more parent threatens to remove their children from a particular class or particular school, actual withdrawal of a student or students from a particular class or particular school and/or a threatened or actual negative impact on the learning environment. The taking, disseminating,

transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise – commonly called texting, sexting, emailing, etc. – may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing of obscene, pornographic or otherwise illegal images or photographs, will be reported to law enforcement and/or other appropriate state or federal agencies.

Board Policy: GCAB

PERSONNEL RECORDS

An official personnel file is established for each person employed by the public charter school. A staff member's personnel file may contain such information as applications for employment, references, records relative to compensation, payroll deductions, evaluations, complaints and written disciplinary actions. All charges resulting in disciplinary action shall be considered a permanent part of a teacher's personnel file and shall not be removed for any reason. Employees may submit a written response to any materials placed in their personnel file.

PROHIBITED USE, POSSESSION, DISTRIBUTION OR SALE OF TOBACCO PRODUCTS AND INHALANT DELIVERY SYSTEMS

In order to comply with state law and to protect the health of students, staff and the general public, provide a healthy working environment and promote good health for students, **tobacco and inhalant delivery systems use is prohibited on all public charter school property.**

“Tobacco product” is defined to include, but not limited to, any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette and any other smoking product, spit tobacco also known as smokeless, dip, chew or snuff in any form.

“Inhalant delivery system” means a device that can be used to deliver nicotine or cannabinoids in the form of a vapor or aerosol to a person inhaling from the device; or a component of a device or a substance in any form sold for the purpose of being vaporized or aerosolized by a device, whether the component or substance is sold or not sold separately. This does not include USFDA-approved tobacco products or other therapy products marked and sold solely for the approved purpose.

Board Policy: GBKJFCG/KGC; JFCG/KGC/GBK

RELEASE OF GENERAL STAFF INFORMATION

A staff members or volunteer's address, personal electronic mail address, date of birth, social security number and personal phone number contained in personnel records maintained by the public charter school are exempt from public disclosure. Such information will be released by the public charter school only upon written permission of the staff member or volunteer, unless otherwise accepted by law.

The public charter school will not disclose information that is knowingly false, deliberately misleading, rendered with malicious purpose or is in violation of the staff member's civil rights.

Staff pictures engaged in school activities may be posted on the LVCS website.

Board Policy: GBLA; KBA

RESEARCH/COPYRIGHTS AND PATENTS

Staff members engaged in a research project during the work day or who use public charter school resources or students, either for study toward advanced work or for use in classroom instruction, may do so only with the prior approval of the administrator.

Privacy rights of students or other individuals involved in such research projects must be maintained.

Publications, instructional materials, articles, models and other devices prepared by staff members for public charter school use with public charter school time, money and facilities as part of the employee's job responsibilities remain the property of the public charter school.

In the event that a staff member produces items described above partly on his/her own time and partly on public charter school time, the public charter school reserves the right to claim full ownership. The employee may petition the public charter school for assignment of copyright or patent rights. Employees may not attempt to copyright or patent such items without the knowledge and consent of the public charter school.

RESIGNATION OF STAFF

A licensed staff member who wishes to resign from his/her position with the public charter school must give written notice at least **60 days prior to the date he/she wishes to leave public charter school employment. The administrator may accept the resignation effective the day it is received and either release the teacher immediately or inform the teacher that he/she must continue teaching for part or all of the 60-day period.

***ORS: 342.513; 342.553*

Where less than a 60-day notice is given, the Board may request the Teacher Standards and Practices Commission (TSPC) to discipline the licensee. Exceptions due to emergency or other extenuating circumstances may be considered by the Board.

A classified employee is expected to submit a written and signed notice of resignation at least two weeks prior to the date he/she wishes to leave public charter school employment.

RETIREMENT

To assist the public charter school in its planning efforts, staff members considering retirement are encouraged to notify the public charter school as early as possible, preferably at the beginning of the school year in which the retirement will take place.

The public charter school may provide health insurance benefits to any eligible early retiree until the eligible early retiree becomes eligible for federal Medicare coverage or finds new employment that provides health benefits. The retiree will pay the premium to the public charter school.

Board Policy: GCBCB/GDBCB

SEXUAL CONDUCT (Reporting Requirements)

Sexual conduct by public charter school employees as defined by Oregon law will not be tolerated. All public charter school employees are subject to this policy.

“Sexual conduct” as defined by Oregon law is any verbal or physical or other conduct by a school employee that is sexual in nature; directed toward a kindergarten through grade 8 student; unreasonably interferes with a student’s educational performance; and creates an intimidating, hostile or offensive educational environment. The definition for sexual conduct does not include behavior that would be considered child abuse as outlined by Oregon law and public charter school Board policy JHFE and JHFE-AR – Reporting of Suspected Abuse of a Child.

Any public charter school employee who has reasonable cause to believe that another public charter school employee or volunteer has engaged in sexual conduct with a student must immediately notify the executive director or the Board, in the event the designated official is the subject of the complaint.

The public charter school will provide annual training to public charter school employees, parents and students regarding the prevention and identification of sexual conduct. The public charter school will provide to employees at the time of hire a description of conduct that may constitute sexual conduct and a description of records subject to disclosure if a sexual conduct report is substantiated.

Board Policy: JHFF; JHFF-AR

SEXUAL HARRASSMENT

The public charter school board is committed to the elimination of sexual harassment in public charter schools and activities. Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment of students, staff or third parties by other students, staff, public charter board members or third parties. “Third parties” include, but are not limited to, school volunteers, parents, school visitors, service contractors or others engaged in public charter school business, such as employees of businesses or organizations participating in cooperative work programs with the public charter school and others not directly subject to public charter school’s control at interschool athletic competitions or other public charter school events. “Public charter school” includes public charter school facilities; public charter school premises and nonpublic charter school property if the student or employee is at any public charter school-sponsored, public

charter school-approved or public charter school-related activity or function, such as field trips or athletic events where students are under the control of the public charter school; or where the employee is engaged in public charter school business. The prohibition also includes off duty conduct which is incompatible with public charter school job responsibilities. Training will be done at the beginning of the school year and is available on Safe Schools Training Site.

Sexual Harassment Compliant Form is available in the Business Office.

Board Policy: GBN/JBA; GBN/JBA-AR

SICK TIME

Sick Time provisions:

1. Can be used for customary sick time reasons plus expanded reasons similar to FMLA/OFLA.
2. 40 hours of paid sick time for exempt employees, shall be front-loaded to an employee at the beginning of each year.
3. 40 hours of paid sick time and/or paid time off for classified employees shall be front-loaded to an employee at the beginning of each year.
4. The employee may carry up to 40 hours of unused sick time from one year to the subsequent year. An employee is limited to using no more than 40 hours of sick time in a year.
5. Accrues based on actual time worked.
6. There is a 180-day window of time after the employee last works for an employer to retain eligibility, accrual and balance of sick time.
7. Must notify workers at least quarterly of their sick time balance.

Board Policy: GCBDD/GDBD

STAFF DEVELOPMENT

The Board recognizes the importance of continued educational experiences and other professional growth activities as a means to improve job performance.

Professional growth experiences may include, but are not limited to, college courses, workshops, curriculum planning, individual research, travel, supervision of teacher trainees and other such activities.

All requests for release time from regular work duties for attendance at meetings or conferences will be decided based on such factors as availability of funds, consistency with public charter school goals and job assignment. Requests require prior administrator approval.

Completion of continuing professional development requirements as set forth in OAR Chapter 584, Division 090 by the Teacher Standards and Practices Commission for license renewal are the sole responsibility of the employee.

STAFF DRESS AND GROOMING

All staff are expected to be neat, clean and to wear appropriate dress for work that is in good taste and suitable for the job at hand.

Teaching as a professional demands setting a good example for students in every possible way. As adults and professionals, teachers are expected to be guided in their grooming habits by what is most generally acceptable in the business and professional world.

Board Policy: GBCA

STAFF ETHICS

Staff members are prohibited from engaging in, or having a financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as employees of the public charter school. This means that:

1. Staff members shall not solicit for financial remuneration from students, parents or other staff;
2. Any device, publication or any other item developed during the staff member's paid time shall be public charter school property;
3. Staff members shall not further personal gain through the use of confidential information gained in the course of or by reason of their position or activities in any way.

Staff members are prohibited from performing any duties related to an outside job during their regular working hours or during the additional time needed to fulfill the position's responsibilities. Public charter school facilities, equipment or materials may not be used in performing outside work.

Board Policy: GBC

STAFF HEALTH AND SAFETY

In order to assure the safety of staff and students, information and/or training as necessary is provide to assist all staff to recognize and to respond appropriately to the presence of hazardous materials in the workplace, including proper handling, labeling, storage and disposal of such materials.

Material Safety Data Sheets (MSDS), which accompany any hazardous substance used in the school setting, are maintained on file in the office and elsewhere in the building, as necessary, and readily available to any staff member who must handle such materials or who may have been exposed to such products.

All staff members are expected to conduct their work in compliance with first aid and infection control procedures established by the public charter school and the following safety rules of the public charter school:

1. All injuries shall be reported immediately to the person in charge or other responsible representative of the public charter school;
2. It is the duty of all employees to make full use of safeguards provided for their protection. It shall be the employee's responsibility to abide by and perform the following requirements:

- a. An employee shall not operate a machine unless guard or method of guarding is in good condition, working order, in place and operative;
 - b. An employee shall stop the machine or moving parts and properly tag-out or lock-out the starting control before oiling, adjusting or repairing, except when such machine is provided with means of oiling or adjusting that will prevent possibility of hazardous contact with moving parts;
 - c. An employee shall not remove guards or render methods of guarding inoperative except for the purpose of adjustment, oiling, repair or setting up a new job;
 - d. Employees shall report to their supervisor any guard or method of guarding that is not properly adjusted or not accomplishing its intended function;
 - e. Employees shall not use their hands or any portion of their bodies to reach between moving parts or to remove jams, hang-ups, etc. (Use hook, stick, tong, jig or other accessory.);
 - f. Employees shall not work under objects being supported that could accidentally fall (such as loads supported by jacks, the raised body or a dump truck, etc.) until such objects are properly blocked or shored;
 - g. Employees shall not use defective tools or equipment. No tool or piece of equipment should be used for any purpose for which it is not suited and none should be abused by straining beyond its safe working load.
3. Employees shall not remove, deface or destroy any warning, danger sign or barricade, or interfere with any other form of accident prevention device or practice provided which they are using or which is being used by any other worker;
 4. Employees must not work underneath or over others thereby exposing them to a hazard without first notifying the other employee(s) or seeing that proper safeguards or precautions have been taken;
 5. Employees shall not work in unprotected, exposed or hazardous areas under floor openings;
 6. Long or unwieldy articles shall not be carried or moved unless adequate means of guarding or guiding are provided to prevent injury;
 7. Hazardous conditions or practice observed at any time shall be reported as soon as practicable to the person in charge or some other responsible representative of the employer;
 8. Employees observed working in a manner which might cause immediate injury to either themselves or other workers shall be warned of the danger;
 9. Before leaving a job, workers shall correct, or arrange to give warning of, any condition which might result in injury to others unfamiliar with existing conditions;
 10. Good housekeeping methods shall be observed in all operations. Materials shall be so handled and stored as to minimize falling, tripping or collision hazards;
 11. Working and storage areas and passageways shall be kept free of unnecessary obstructions. No loose object shall be placed in any area where its presence will necessitate employees crowding between such objects as moving machinery, steam pipes or other objects with which contact would be dangerous;
 12. Any materials which might cause an employee to slip or fall shall be removed from floors and other treading surfaces immediately or suitable means or methods shall be used to control the hazardous condition;
 13. All sharp, pointed or otherwise hazardous projections in work areas shall be removed or rendered harmless.

Board Policy: GBEBA; EBBA

STAFF INVOLVEMENT IN COMMUNITY ACTIVITIES

The public charter school encourages all staff to participate in community activities which have the improvement of the general welfare of the community, state and nation as their objectives.

STAFF/PARENT RELATIONS

The public charter school encourages parents to be involved in their student's school experience. Teachers are advised that unless otherwise ordered by the courts, an order of sole custody on the part of one parent does not deprive the other parent of certain rights. It is the responsibility of the parent with sole custody to provide to the public charter school any court order that curtails the rights of the noncustodial parent.

A noncustodial parent may receive and inspect the school records pertaining to his/her student and to consult with teachers concerning his/her student's welfare and education.

In the case of joint custody, it is the responsibility of the parents to provide the public charter school, in writing, any special requests or clarifications in areas concerning the student and the public charter school's relationship and responsibilities. Such information will be maintained on file in the office and provided to staff, as appropriate.

Staff members with questions regarding custodial and/or noncustodial parent rights with respect to particular students should contact the office.

SUPERVISION OF STUDENTS

Staff members are responsible for the supervision of all students while in school or engaged in school-sponsored activities.

All teachers are expected to be in their classrooms prior to the arrival of students.

Under no circumstances are classrooms or other areas where students are under the supervision of assigned staff to be left unattended while students are present. Teachers who may need to temporarily leave the classroom or their assigned duties in an emergency situation while students are present are expected to contact the office to arrange for temporary coverage.

No other staff member may leave his/her assigned group unsupervised except as appropriate supervision arrangements have been made to take care of an emergency.

During school hours, or while engaged in school-sponsored activities, students may be released only into the custody of parents or other authorized persons.

VISITORS

Students are not permitted to bring visitors to school without prior approval of the administrator. All visitors must check-in to the office prior to entering classroom buildings or facilities.

Staff members are expected to report any unauthorized person on school property to the administrator. Visitors must check in at the school office and wear a visitor's badge while in the school. This includes visitors that are invited by staff members.

VOLUNTEERS/CHAPERONES

The public charter school encourages the constructive participation of groups and individuals in the school to perform appropriate tasks during and after school hours under the direction and supervision of staff.

Every effort should be made to use volunteer resources in a manner which will ensure maximum contribution to the welfare and educational growth of students.

Volunteers must fill out the appropriate paperwork and follow the procedures for working with students or supervising on a field trip. A list of approved volunteers will be made available in the office or you can access it from the z-drive.

STUDENT OPERATIONAL PROCEDURES

ADMINISTERING NONINJECTABLE/INJECTABLE MEDICINES TO STUDENTS

Students may be permitted to take prescription or nonprescription medication at school or at school-sponsored activities on a temporary or regular basis, when necessary.

Training will be provided by a qualified trainer to designated staff authorized to administer noninjectable and injectable medication to students within individual school buildings and while participating at school-sponsored activities on or off public charter school property.

Training will provide an overview of applicable provisions of Oregon law, administrative rules, public charter school policy and administrative regulations and include, but not be limited to, safe storage, handling, monitoring medication supplies, disposing of medications, record keeping and reporting of medication administration and errors in administration, emergency medical response for life-threatening side effects and allergic reactions and student confidentiality. Materials as recommended and/or approved by the Oregon Department of Education will be used.

Board Policy: JHCD; JHCDA

CORPORAL PUNISHMENT

The use of corporal punishment in any form is strictly prohibited by the public charter school and will be considered cause for discipline up to and including dismissal. Corporal punishment is defined as the willful infliction of, or willfully causing the infliction of, physical pain.

A staff member is authorized to employ physical force when, in his/her professional judgment, the physical force is necessary to prevent a student from harming himself/herself, others or doing harm to public charter school property.

Corporal punishment does not include physical pain or discomfort resulting from or caused by:

1. Training for or participation in athletic competition voluntarily engaged in by a student;
2. Recreational activity voluntarily engaged in by a student;
3. Physical exertion shared by all students in a teacher-directed class activity, which may include, but is not limited to, physical education exercises, field trips or vocational education projects;

Physical restraint or the use of aversive techniques as a part of a behavior management program in a student's individualized education program which has been signed by the parents and is carried out according to public charter school procedures.

Board Policy: JGA

DRUG, ALCOHOL AND TOBACCO PREVENTION, HEALTH EDUCATION

Students have a right to attend school in an environment conducive to learning. The public charter school will not tolerate the possession, sale or use of unlawful and harmful drugs (illicit drugs, nontherapeutic use of prescribed drugs, misuse of solvents and other dangerous substances and drug paraphernalia), alcohol or tobacco in the schools, on public charter school property, on a school bus or while participating in any public charter school-sponsored activity, whether on public charter school property or at sites off public charter school property.

An age-appropriate drug, alcohol and tobacco prevention curriculum is provided for all students in grades K-8 as a part of the health education curriculum.

Each year, a planned staff development and public information program that addresses the needs and responsibilities for the entire staff is developed by the administrator. The program includes current basic drug, alcohol and tobacco information and an explanation of public charter school drug, alcohol and tobacco policies, procedures and programs. The input of staff in planning and implementing the public charter school's staff development and public information program is encouraged to ensure a drug, alcohol and tobacco program that best meets the needs of public charter school students.

Board Policy: IGAEB

EMERGENCY DRILLS AND INSTRUCTION

All teachers are required to provide instruction on fire, earthquake, safety threats and drills for at least 30 minutes each school month in accordance with the requirements of law.

⁽²⁾At least one fire drill, which include routes and methods of exiting the school building, will be conducted each month for grades K-12. At least one fire drill will be conducted within the first 10 days of school year.

⁽³⁾At least two drills on earthquakes and two drills for safety threats will be conducted each year.

⁽⁴⁾A map/diagram of the fire escape routes to be followed should be posted near the classroom doorways and reviewed with students. Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place, evacuation and other actions to take when there is a threat to safety.

Upon the sounding of a fire alarm, teachers are required to:

1. Immediately direct all students to orderly exit the buildings using the evacuation route posted for your grade.
2. Take Class List and red (missing kids) & green (all here) cards to signify status of class.
3. Upon "all clear" signal, escort students directly back to class. Check attendance.

In the event of an earthquake, teachers are required to:

1. Immediately direct all students to "drop, cover and hold on." Students should drop to a crouched position with head bent to knees; hands clasped behind the neck, arms against ears, eyes closed and back towards the windows. Safest areas, if indoors, would be under desks or tables as appropriate, along inside walls, in doorways or other protected areas and away from cabinets, bookshelves, light fixtures or other such suspended objects;
2. Wait until shaking stops;

3. Evacuate building following established evacuation procedures;
 4. Take attendance and report any unaccounted students to the administration;
 5. Upon “all clear” signal, escort students back to class;
 6. If outdoors during an earthquake, direct students to move away from buildings and other overhead objects such as power lines. Drop low to the ground and protect head and neck.
- Board Policy: EBCB*

FIELD TRIPS AND SPECIAL EVENTS

FIELD TRIP PROCEDURES

1. Check to see if your volunteers have been cleared/approved. Located on Z-drive or ask office
2. Fill out Field Trip Request Form for Director to approve. The form is located on the Z-Drive and in your Teachers Binder.
3. Call Mid-Columbia Bus Company to reserve date and time. 503-623-7245
4. Fill out the District School Field Trip Form located on Z-Drive. Email to Tammy
5. When you take your field trip. Bring your class roster and any medications for students that are in the office.

FILMS AND VIDEOS

Only films/videos rated “G” may be used freely for classroom use. Administrator approval is required for all other ratings prior to showing a feature film/video to students in public charter school classrooms.

Feature films/videos with a PG or PG-13 rating must have written prior parental consent.

Parents should be provided the opportunity to preview a feature film/video, whenever possible.

GRADING

The evaluation of student progress is a primary responsibility of all teachers. The highest possible level of student achievement is a common goal of both the public charter school and the parents. As a close working relationship between the public charter school and parents is essential to the accomplishment of this goal, regular communications with parents is essential.

Teachers are expected to report, at least annually, their students’ progress toward their meeting or exceeding grade level academic content standards to the students and their parents. Parents will receive reports on their student’s absences.

Teachers should use a variety of communication devices, including telephone and personal conferences, as well as written grade reports to keep parents well informed. At the beginning of the grading period, students and parents are to be informed regarding the basis of the grades and the methods to be used in determining grades.
Oar 581-022-1670

HOMEWORK

Teachers at all grade levels are encouraged to consistently assign homework, which is expected to increase in complexity with the maturity or grade level of the students.

Homework may refer to an assignment prepared during a period of supervised study in class or outside of class or which requires individual work in the home.

Homework is expected to be designed to improve learning, to aid in the mastery of skills and to stimulate interest on the part of the student.

The information for any homework assignment should be clear and specific so that the student can complete the assignment. Homework should not require the use of reference materials not readily available in most homes, school libraries or the public library. Homework should require the use of those materials only when the student has had instruction in such use.

MEDIA ACCESS TO STUDENTS

The media may interview and photograph students involved in instructional programs and school activities including athletic events. Such media access may not be unduly disruptive and must comply with Board policies and-public charter school goals.

Media representatives are required to report to the administrator for prior approval before accessing students involved in instructional programs and activities not attended by the general public.

Information obtained by media representatives directly from students does not require parental approval prior to publication by the media. Parents who do not want their student interviewed or photographed by the media may direct their student accordingly.

Staff may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

RELEASE TIME FOR RELIGIOUS INSTRUCTION

Students may be excused from school for religious instruction, not to exceed two hours for grades 1-8 and five hours for grades 9-12 in any school week. Teachers will be notified by the office of any students in their class so excused.

Any student unable to attend classes on a particular day due to religious beliefs is to be excused from attendance requirements for that day.

No such absences shall be counted against a student in determining failure or reduction of grades. Any tests and assignments a student misses because of such absences are to be given to the student upon his/her return to school or at such other times as may be deemed appropriate by the teacher.

RETENTION OF STUDENTS

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the students involved.

In the event that a student is recommended for retention, the parent/guardian shall be informed of progress throughout the review process and shall be provided a conference. The criteria to be used in considering a student for retention shall include academic achievement, attendance and physical, social and emotional maturity. The final decision on retention or promotion shall be made by the executive director.

Academic Improvement Plan Calendar

Date	Action
By the end of First Quarter	Conference with parents if lack of evidence of achievement: refer to policy
By end of Second Quarter	Letter sent to parents of students at risk; review of IAP*
Mid-February	Review of IAP*, revisions as needed
March	Conference with students; warning letters sent stating the possibility of retention
First week of May	Student Study Teams meet to review at-risk students
Second week of May	Student Study Teams conference with parents
Third week of May	Director sends letter to parents/guardians notifying them of the team's recommendation

Refer to Board Policy IKE; IKE-AR for full Procedures. * Individualized Assistance Plan

STUDENT CONDUCT

All students are to comply with public charter school policies, written building and classroom rules, pursue the prescribed course of study, submit to the lawful authority of teachers and school officials and conduct themselves in an orderly manner at school during the school day and during school-sponsored activities.

In addition to adopted Board policies governing student conduct, [administrative regulations] [school rules] specifying student conduct expectations have been established. These regulations apply to actions which occur on school property; at any school-sponsored activity regardless of location; or when traveling to or from school for school-sponsored activities on transportation provided or approved by the school. A student handbook, code of conduct or other document shall be made available to parents, students and employees. Disregard of these rules constitutes grounds for suspension, expulsion or other reasonable disciplinary action.

All teachers are expected to review the student conduct rules contained in the *Student/Parent Handbook* with their students during the first week of the school year.

Student conduct rules unique to individual classrooms may also be developed by teachers. All such rules must be consistent with public charter school policies and school rules governing student conduct and discipline. Classroom rules and consequences are to be reviewed with students, posted in classrooms and made available to parents.

STUDENT DETENTION- REQUIRED ASSIGNMENT COMPLETION (RACS)

Teachers may detain a student after school hours at the appointed day for RACS provided the parent has been notified of the RACS and prior arrangements have been made for the student's transportation home.

Students who are detained after school are not to be left unsupervised during their RACS.

STUDENT DISCIPLINE

Discipline in the public charter school is based upon a philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to remain in school and to function successfully in their educational and social environments.

A student whose conduct or condition is seriously detrimental to the school's best interests may be suspended. Students may be expelled for any of the following circumstances: a) when a student's conduct poses a threat to the health or safety of students or employees; b) when other strategies to change student behavior have been ineffective; or c) when required by law. The public charter school will ensure careful consideration of the rights and needs of the individual concerned, as well as the best interests of other students and the school program as a whole.

Parents, students and employees shall be notified by handbook, code of conduct or other document of the acceptable behavior, behavior subject to discipline and the procedures to address behavior and the consequences of that behavior. These procedures will include a system of consequences designed to correct student misconduct and promote acceptable behavior.

Board Policy: JG; JGDA/JGEA

STUDENT DISMISSAL PRECAUTIONS

No staff member may permit any student to leave class/school prior to the regular hour of dismissal except as may be authorized by the office.

STUDENT/PARENT HANDBOOK

All staff are expected to familiarize themselves with the general information, administrative regulations and procedures pertaining to students as set forth in the student/parent handbook and in Board Policy.

Teachers are expected to review the handbook with students during the first week of school. Handbook is located on the website under FORMS & PARENT RESOURCES.

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

Transportation of students to and from school and to curricular and extracurricular activities sponsored by the public charter school is provided by the public charter school's sponsoring district transportation system.

Designated adults may be permitted to use private vehicles to transport students other than their own on field trips and other school activities only with prior administrator approval. The adult driving the vehicle must be properly licensed and must provide proof of insurance. Such insurance shall meet or exceed minimum requirements as established by the state of Oregon and as set by the public charter school. The vehicle must contain an adequate number of seat restraints including, when applicable, a child safety system for a child who weighs less than 40 pounds, regardless of age, and the adult driver require their use. The child safety system must elevate the person so that a safety belt or safety harness properly fits the individual and meets the minimum standards and specifications of law. Training in the proper installation and use of child safety systems may be required. The driver is responsible for not placing children under the age of 13 in the front seat of a vehicle equipped with passenger-side air bags.

STUDENT WITHDRAWAL FROM SCHOOL

Upon notification by the office of a student withdrawal from school, teachers are expected to complete the student withdrawal form, including grade earned to date.

SPECIAL PROGRAMS

SPECIAL EDUCATION SERVICES

The District will provide special education services for students with disabilities who are eligible for special education under the Individuals with Disabilities Education Act (“IDEA”), subject to the following:

LVCS will cooperate with the District in providing special education services, and will provide appropriate staff to serve on any Individualized Education Plan (“IEP”) team as determined by state and federal law;

The student’s IEP team will determine the appropriate educational program and placement for the LVCS student. LVCS shall abide by the IEP team’s decision on program and placement.

LVCS staff will comply with training required by an IEP team for delivery of services to a LVCS student;

All funds from the Oregon Department of Education representing the ADMw for LVCS special education students who are residents of the District, including without limitation the double basic allocation for each such student, shall be retained by the District;

The District has the discretion to determine which specialized programs will be offered on-site at the LVCS sites;

The student’s IEP team will determine the appropriate placement for the LVCS student based on the student’s needs, whether in or out of the charter school. LVCS shall not change the student’s program without IEP team action;

Students may opt-out of the statewide summative assessments as provided by state law. The public charter school shall provide the required notice and necessary forms to the students.